North Central Regional Transit District
Board Meeting
Friday, August 5, 2016
Santa Claran Hotel Casino
Española, New Mexico
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Dan Barrone Chair, at 9:11 a.m. at the Santa Claran Hotel Casino, Española, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	Absent	Tomás Campos [arriving later]
Taos County	*Commissioner Jim Fambro*	
Town of Taos	*Mayor Daniel Barrone, Chair*	
Santa Fe County	*Commissioner Miguel Chávez*	
Nambé Pueblo	Absent	
Ohkay Owingeh		*Ms. Christy Van Buren*
Pojoaque Pueblo	*Mr. James Rivera*	

Santa Clara Pueblo		*Ms. Mary Lou Valério*
City of Santa Fe	*Councilor Joseph Maestas*	*Mr. Isaac Pino*
San Ildefonso Pueblo		*Ms. Lillian Garcia [later]*
Tesuque Pueblo	*Former Governor Charles Dorame*	
City of Española	*Councilor Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Ms. Elizabeth Carter*	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Troy Bingham, Finance Director
Mr. Peter Dwyer, Legal Counsel
Ms. Christina Lepisto, Marketing and Communications Specialist
Ms. Annette Granillo, Transit Operations Director
Ms. Daria Veprek, Human Resources Director
Mr. Jim Nagle, Public Information Officer

Others Present
Mr. Carl Boaz, Stenographer
Mr. Austin Fisher, Rio Grande Sun

4. INTRODUCTIONS

A representative of the Santa Claran Hotel welcomed the District Board to the hotel on the year of their 15th anniversary.

Ms. Valério also welcomed the Board on behalf of the Pueblo of Santa Clara and Governor Chavarria.

5. APPROVAL OF AGENDA

Councilman Rivera moved to approve the Agenda as presented. Councilor Maestas seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, and Town of Taos and Tesuque Pueblo voting in favor and none

voting against. San Ildefonso Pueblo was not present for the vote.

6. APPROVAL OF MINUTES – July 8, 2016

Governor Dorame moved to approve the minutes of July 8, 2016 as amended. Commissioner Fambro seconded the motion and it passed by unanimous (10-0-1) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, and Tesuque Pueblo voting in favor and none voting against. San Ildefonso Pueblo was not present for the vote and Town of Taos abstained.

7. PUBLIC COMMENTS

There were no public comments.

Ms. Lillian Garcia arrived at 9:18.

PRESENTATION ITEMS:

A. Above and Beyond Quarterly Award

The Board presented the Above and Beyond Award to Keith Dalrymple.
Mr. Mortillaro shared the details of his performance and described how he stepped in to help with his work area. He is well respected by his team and supervisors. He helped in a crisis and went beyond what was expected. Mr. Dalrymple is an outstanding professional.

Chair Barrone presented a certificate of appreciation to him and thanked him for his service

Mr. Nagle took pictures.

ACTION ITEMS

B. Presentation and Discussion of the 2016 Rider Survey Findings

Mr. Nagle said the rider survey provided a lot of useful information and demographics which they will start implementing over time. Research and Polling did the survey this year for the District.

Mr. Tomás Campos arrived at 9:23.

Mr. Brian Sanderhoff and Matt Hughes reported on the findings.

Mr. Sanderhoff thanked the Board for the opportunity to do the ridership survey. Within the packet, the Board had a Power Point Presentation starting on page 16 and the full report. He shared the highlights including the methodology and listed the questions and responses from riders. His slides show only the top responses and addressed reasons for riding, how they heard of the service, how they reached the bus stop, where they caught the bus and their destination as well as a personal satisfaction rating. Satisfaction was quite high. Demographics were gathered in the survey and individual comments were solicited and received.

Mr. Mortillaro said the comparison with the survey five years ago, was very similar in results.

Mr. Sanderhoff said it was a different survey in 2011 and he kept some questions the same for comparisons. Some of the questions were improved to make it more scientific. In no areas did things move backwards.

Mr. Nagle clarified that no Board action is required but recommended that the survey be repeated every three years. Now we have a baseline so we can use this information for the future.

C. Discussion and Possible Action on a Memorandum of Agreement (MOA) between the Village of Taos Ski Valley (Village) and the North Central Regional Transit District (District)

Mr. Mortillaro said there are some changes for this year. The Village requested a different level (raised) of service, based on the numbers and schedule modifications. The District Staff priced it out for them and the cost is up in the $44,000 range. Part of the service involves Village funds, support from hotels, etc. The MOA is in the packet.

They will be exploring in the near future a modification of the corporation providing employee shuttles and their ridership will go down as a result and ours should increase. They asked the RTD to come up with a phased plan for employee transportation. We will present the plan and will present the options to the Board as well.

Commissioner Fambro said the RTD buses were always there. The employee buses were rarely full except at peak times. So he saw the demand for the public.

Mr. Mortillaro said they transported 14,000 more than when the town operated it. He thought they were requiring their employees to take it because of limited parking there. He explained to them that our funding is based on ridership so when they skim 8,000 riders from the District, it would affect 5311 funding and the contribution would have to go up until we get the ridership back for more 5311. Mr. Mortillaro thought they understood that.

Ms. McGuire said the enhancements discussed are a little heavier on peak mornings with a little earlier start. There should be a schedule that reflects those concerns. There would be three buses on the weekends.

Commissioner Fambro asked what they would do if the employee bus was not there.

Ms. McGuire said the biggest difficulty is that the staff shuttle did not have ADA lifts so they cannot perform public transit and all of ours have lifts. She foresaw coming up with a plan to meet most needs and have employee needs in it as well as public service.

Commissioner Fambro moved to accept the MOA. Councilor Salazar seconded the motion.

Councilor Maestas said the MOA alludes to a schedule in attachment A but that is not in the packet.

Mr. Mortillaro apologized and didn't know why. The schedule is a little different. Last year we did one bus. However, we did not want to leave anyone behind - so we had an emergency bus waiting in case it was needed. This year it has more frequency on weekends with three buses and that is reflected in their cost.

Councilor Sheehey supported the motion but was curious that when you add more service to get employees up there if it would provide more funding to the District. The key here is if we take their money to provide service, it affects our 5311 funding.

Chair Barrone said the Town of Taos wants to enhance the service in this coming year to help with it.

Commissioner Chávez felt this is similar to the Mountain Trail Route with different partners. The numbers are different but it is the same thing.

The motion passed by unanimous (12-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Española, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. San Ildefonso Pueblo was not present for the vote.

D. Discussion and Consideration of Resolution 2016-34 Demonstrating the NCRTD Commitment to Provide the Local Share Upon §5311 Federal Funding Award in Federal Fiscal Year 2018 (FFY18)

Ms. McGuire explained that this is to demonstrate our commitment to local match. The NMDOT came out with a specific clarification. In years past, the District submitted a letter and that was sufficient but this year they stepped up the requirement to make the commitment before submitting the application. The District intends to apply for $5.6 million for FY 18 and expect the local match would not exceed a little over $2 million. The detail is in the packet.

Ms. Van Buren asked if they will be okay with the wording of the resolution with specific dollars.

Ms. McGuire agreed. She checked it with DOT and they found it sufficient.

Chair Barrone moved to approve Resolution 2016-34 Demonstrating the NCRTD Commitment to Provide the Local Share Upon §5311 Federal Funding Award in Federal Fiscal Year 2018 (FFY18). Commissioner Chávez seconded the motion and it passed by unanimous (13-0) roll call vote with

Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Española, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against.

E. Discussion and Consideration of Resolution No. 2016-35 Approving the 4th Quarter Financial Report for FY 2016

Mr. Bingham said there is a new DFA form and he did not include the adjustment in the packet. This is required every year by DFA to report cash balances, etc. The District doesn't get audited until September and DFA wants this by July 30 each year. So this is as of July 26, 2016. Revenue has come in since that time so revenues move around here. He stated the numbers with $10.7 million in revenue. From this, DFA can see the District has enough funding to continue operating. The resolution on page 154 is what must be approved and submitted. The numbers are on pages 156 and 157. The $12.548 million should be $12.698 million and that is what the resolution should be.

Councilor Salazar moved to approve Resolution No. 2016-35 Approving the 4th Quarter Financial Report for FY 2016 as amended.

Councilor Maestas raised a point of order that a public hearing is required.

Mr. Dwyer said this report has to be submitted and he would recommend that the Board open it to public comment. He agreed with Councilor Maestas that a public hearing must be done.

Chair Barrone opened the public hearing and invited anyone wishing to comment.

There was no public comment and Chair Barrone closed the public hearing.

Councilor Maestas seconded the motion.

Councilman Rivera asked about the deadline.

Mr. Dwyer clarified that DFA wants it by July 30 each year. They granted an extension for these days this year, so it won't be an issue.

The motion passed by unanimous (13-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Española, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against.

F. Discussion and Consideration of Investment of District Funds summary

Mr. Bingham said although this was scheduled to go to the Finance Subcommittee, it didn't go before them because they did not meet in July. He decreased the amount of money to be invested this time

because of several delays in receiving income and he wanted to make sure we had enough funds.

He mentioned brokered CDs and used Tesla in Nevada as an example. We will see more of these brokered CDs in the future, which typically make 70 bps. The highest investment is still at 100 bps but the District can only invest $245,000 because of FDIC limits. He briefly described the other earning rates with about 45 bps in Credit Union CDs. Treasuries have "been all over the place" and checking is only 5 bps so the overall average return is 40 bps. Earnings are $24,500 year to date. This is reviewed quarterly.

The Board had no questions.

Mr. Campos moved to accept the **Investment of District Funds summary** as presented. Councilor Sheehey seconded the motion.

Councilor Maestas said the Board has to pass every year by resolution but the policy was not in the packet.

Mr. Mortillaro said this quarterly report is part of our investment policy. He suggested taking that to the Finance Subcommittee for further discussion.

The motion passed by unanimous (12-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. Santa Clara Pueblo was not present for the vote.

DISCUSSION ITEMS:

G. Financial Report for June 2016

Mr. Bingham provided the financial report as of June 30, 2016. The District is still exceeding expenses and, as a consequence, will not have to use the fund balance for operations. He reviewed the revenues, including GRT by County and commented briefly. Overall, GRT exceeded the budget with 111% actual. Compared with previous years, we are doing well.

For Grant revenue, the District has received all vehicles and paid for all of them. The ADA shelters would carry forward. Capital expenditures totaled 66% of budget.

Mr. Bingham went through the expenses and commented briefly. He referred the Board to the page numbers in the packet that presented expenditures. Page 173 showed a comparison year by year.

Commissioner Fambro asked if there were capital encumbrances with that 66%.

Mr. Bingham said there was no encumbrance but they have bids out for phase 2.

He predicted the District should have sufficient funding in 2017.

H. Finance Subcommittee Report

Councilor Sheehey reported that the Finance Subcommittee did not meet in July.

I. Tribal Subcommittee Report

Gov. Dorame said the Subcommittee met and they had good meeting. There were no recommendations for action by the Board.

J. Executive Report and Comments from the Executive Director

Ms. Granillo provided a brief ridership report and referred to page 205 in the packet for details.

She reported on the Taos Line and the RTD portion. There were 9,251 passengers, which is a 5.1 % increase in ridership.

She said the performance reports begin on page 182. Vehicle maintenance was higher than normal with one transmission down. She also pointed out a reduction in demand response use as shown on page 196. The summary for paratransit was on page 201. She is making special efforts to keep no shows down.

Councilor Sheehey noticed that operating cost per mile and per trip are way up. He asked if that is temporary or what caused it.

Ms. Granillo said some it was because it is the end of the fiscal year when they must get more invoices paid.

Councilor Sheehey pointed out that the continuing average is in the reasonable range.

Ms. Granillo commented that paratransit can get much more expensive but our goal is to keep it low.

MATTERS FROM THE BOARD

Councilor Salazar commended the RTD Staff. There was a Veterans summit and staff were there. We take care of our veterans. Ms. Carter was there as well. He thought the RTD was a big part of the summit. They are still working with the veteran's transportation initiative and working with communities. He thanked the staff for a very good job.

MISCELLANEOUS

Ms. McGuire mentioned public input in Taos on August 17th at a location next to the Council Chambers that would focus on the Taos routes in Taos County. RTD will provide public transportation for people to make the event. It is from 5 to 7 pm.

Chair Barrone thanked Ms. McGuire. He related they had a person who had trouble getting from Taos to the train and Ms. McGuire helped her reach her destination.

ADJOURN

Councilor Maestas moved to adjourn the meeting. Ms. Valério seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 10:40 a.m.

NEXT BOARD MEETING: September 9, 2016 at 9:00 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.